

Checklist for requirements that need to be done before a lodging license will be issued

Type of Lodging

- ☐ **Bed & Breakfast;** Does your establishment have 1-5 sleeping rooms and do you live on or adjacent to the property housing guests? Then register as a Bed & Breakfast.
- ☐ **Specialty Resort;** Does your establishment have 1-5 sleeping rooms and you **DO NOT** live on or adjacent to the property (or if you live on or adjacent to the property and have 6-10 sleeping rooms)? Then license as a Specialty Resort.
- ☐ **Hotel;** Does your establishment have 11 or more rooms? Then license as a Hotel.

Kitchen requirements when meals are provided

- ☐ Do you qualify as a Bed & Breakfast? If so, a domestic kitchen is all that is required. Meals can **only** be served to overnight guests.
- ☐ Do you qualify as a Specialty Resort? If so, you must have a separate hand washing sink **and** a separate three compartment sink or sanitizing dishwasher (one that reaches a minimum of 150° F during sanitizing cycle). Meals can be **only** be served to overnight guests, unless a separate Food Service License is secured.
- ☐ Do you qualify as a Hotel? If so, you may **only** have Continental Breakfast, unless a separate Food Service License is secured.

Fire Safety Requirements

Does your establishment have less than 10 occupants/guests? If so, then you must meet these minimum fire safety requirements.

- ☐ Does your establishment have **illuminated** exit signs posted above **all** primary exits that lead to the exterior of the structure?
- ☐ Does your establishment have smoke detectors in every sleeping room?
- ☐ Does your establishment have proper egress windows installed in **all** sleeping rooms? Proper egress windows must provide a full clear opening and must be operable from the inside without the use of separate tools. The egress window must have a minimum opening of 5.7 square feet. Each side of the window must have a minimum of 24 inches high and 20 inches wide, but together equaling a minimum of 5.7 square feet. The window's bottom edge must be no more than 48 inches above the floor.
- ☐ Does your establishment have a portable fire extinguisher with a 2-A minimum fire rating on each floor? This extinguisher will need to be inspected and tagged annually.

Does your establishment have 10 or more occupants/guests? If so, then you must meet these minimum fire safety requirements.

- ☐ Does each floor where 10 or more occupants are sleeping have access to at least 2 remote exits? (Interpretation)
- ☐ Does your establishment have **illuminated** exit signs posted above **all** primary exits that lead to the exterior of the structure?
- ☐ Does your establishment have smoke detectors in every sleeping room?
- ☐ Does your establishment have proper egress windows installed in all sleeping rooms? Proper egress windows must provide a full clear opening and must be operable from the inside without the use of separate tools. The egress window must have a minimum opening of 5.7 square feet. Each side of the window must have a minimum of 24 inches high and 20 inches wide, but together equaling a minimum of 5.7 square feet. The window's bottom edge must be no more than 48 inches above the floor.
- ☐ Does your establishment have a portable fire extinguisher with a 2-A minimum fire rating on each floor? This extinguisher will need to be inspected and tagged annually.

NOTE: Before a valid lodging license is issued all other applicable Environmental Health standards must be met in accordance with ARSD 44:02:02 or 05 or 06.